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STAFF REPORT

AGENCY REPORTS ON COST

REDUCTIONS PURSUANT TO BUDGET

BUREAU CIRCULAR NO. A-64

JANUARY 1965

U. S. DEPT. OF AGRICULTURE
NATIONAL AGRICULTURAL EXPERIMENT STATIONS

MAR 12 1965

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DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

January 21 1965

Honorable Kermit Gordon
Director
Bureau of the Budget

Dear Kermit:

Herewith are the cost reduction reports required by Bureau of the Budget Circular No. A-64. The reports cover the period September-December, 1964.

The quarterly employment report, required by Paragraph 5 of Circular No. A-64, will be forwarded as a separate submission.

In my letter of September 18, 1964, transmitting this Department's report for the July-August, 1964 period, I mentioned several new developments in our effort to reduce costs. We are continuing to make good progress.

Much effort has gone into the creation of a management "climate" conducive to an effective program of operations improvement. We have continued to perfect our reporting system. The standard form and accompanying instructions used to report accomplishments have both been substantially revised during the past quarter to better pin-point the results and effects of each management effort to improve efficiency. Copies of the form and instructions are attached. (Exhibit A)

I am proud of the results achieved and of the managers and employees who made these accomplishments possible. The attached summary (Exhibit B) reveals that through concerted action \$41,387,009 in previously unreported savings have been realized. These savings extend over Fiscal Years 1964, 1965 and 1966. I want to emphasize that this dollar amount is in addition to amounts included in all earlier USDA reports under Circular No. A-64.

Individual project reports are grouped by agency. These are designated Exhibit C. More detailed supporting information is available for any project, if you need it.

The actions reported continue to cover the full range of USDA activity. Projects of eighteen agencies and offices are included. This compares with thirteen contributing organizations in our last report. Since several of the projects reported are USDA-wide in their application (the Reports Management Program of the Office of Plant and Operations, for example) I feel that all agencies and offices have contributed in some way to the total effort.

I would like to highlight just a few examples of the kind of items included in this report:

The Agricultural Marketing Service has saved over \$8 1/2 million in FY 1964 and FY 1965 by purchasing beef in natural juices rather than gravy for the Direct Distribution Program. So far in FY 1965, 12.9 million pounds more has been purchased with the savings realized from this change in buying practice.

In the same agency, the Dairy and Milk Marketing Orders Divisions have been merged. This merger will bring the marketing programs relating to milk and dairy products together in a single division and save \$35,000 in FY 1965 and \$50,000 in FY 1966.

Almost \$350,000 will be saved annually by the Agricultural Research Service through the setting up of ten P.L. 480 projects to collect plants in foreign countries for botanical/chemical screening purposes.

An estimated \$1 million in CCC funds will be saved in FY 1965 and \$1 1/2 million in FY 1966 through the successful efforts of the Agricultural Stabilization and Conservation Service to secure an extension of the transit time limit on grain freight bills.

The format of the Annual Report on Travel has been revised by the Department's Office of Budget and Finance to eliminate unnecessary expenditure breakdowns. This effort will save an estimated \$15,000 annually.

Cost-sharing of publications by the Federal Extension Service will save that agency over \$3,000 in FY 1965.

Special efforts on the part of the Foreign Agricultural Service to secure reduced ocean freight rates on overseas shipments will save the Commodity Credit Corporation in excess of \$700,000 annually.

New early-morning language courses are saving the Foreign Agricultural Service over \$5,000 annually with no sacrifice in the quality of instruction.

Region One of the Forest Service will save \$88,000 in FY 1965 through special efforts to coordinate contractual requirements for helicopters used in resource program work.

Weight scaling, in lieu of volume scaling of timber, will save in excess of \$31,000 annually. This development holds promise of still greater savings in the Forest Service.

A Port-a-Punch card system, adapted to ADP use, will save the Office of Management Services almost \$3,000 in FY 1965 and over \$6,500 in FY 1966.

The National Agricultural Library is acquiring published agricultural periodicals without cost in exchange for indexing them in the Bibliography of Agriculture. Savings are in the neighborhood of \$2,000 annually.

The Departmentwide Publications Control Program of the Office of Information has produced \$56,522 in new savings during this reporting period.

The Rural Electrification Administration will save over \$70,000 in FY 1965 and over \$120,000 in FY 1966. A sizable portion of this saving stems from a concerted program of position management.

The Soil Conservation Service has increased the number of work units supervised by Area Offices through management improvements, more careful selection of area supervisors, and improved direction from State Offices. Savings in excess of \$100,000 are expected from this effort in FY 1965.

Envelope inserting equipment is being installed in 12 Statistical Reporting Service field offices. Savings of over \$38,000 annually will result.

These, and many other efforts, are documented in more detail in Exhibit C.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Donald L. Evans". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

Attachments

MANAGEMENT IMPROVEMENT AND COST REDUCTION REPORT

1. TITLE OR DESIGNATION OF ACTION

2. PROJECT NO.

3. CATEGORY

4. REPORTING PERIOD

FROM

TO

5. NATURE OF REPORT

☐

PROPOSAL

☐

INTERIM

☐

FINAL

☐

SUPPLEMENTAL

6. DESCRIPTION OF ACTION OR PROJECT

7. NATURE OF SAVINGS (Explain fully on reverse)

a. BENEFITS ARE: ☐ RECURRING☐ NON-RECURRINGb. ☐ COST INCREASE AVOIDEDc. ☐ COST REDUCTION: FUNDS HAVE BEEN OR WILL BE:☐ WITHDRAWN AND/OR NOT USED: \$ _____☐ DIVERTED TO OTHER USE (Identify specifically)☐ USED TO INCREASE OUTPUT IN SAME AREA IN WHICH IMPROVEMENT APPLIES (Specify HOW in detail)

8. ESTIMATED FINANCIAL AND MANPOWER SAVINGS

ITEM	FISCAL YEAR 19 ____	FISCAL YEAR 19 ____
FUNDS (Personal Services)	\$	\$
FUNDS (Other)		
TOTAL	\$	\$
COSTS INCURRED, IF ANY (Deduct)		
NET \$ VALUE OF IMPROVEMENT	\$	\$
MAN-YEARS		
END OF YEAR EMPLOYMENT		

9. OTHER BENEFITS

10. APPROPRIATION(S) OR FUND(S) INVOLVED

11. EXPLAIN METHOD USED TO DETERMINE MONETARY AND PERSONNEL SAVINGS (Attach worksheets as necessary)

12. ORGANIZATIONAL COMPONENT WHEREIN PROJECT APPLIES

13. NAME OF CONTACT (For further information)

14. APPROVED (Signature)

TITLE

DATE

EXPLAIN THE IMPROVEMENT (OR THE PROPOSAL) UNDER THE FOLLOWING HEADINGS: *(Use reverse if more space needed)***15. DESCRIPTION OF SITUATION PRIOR TO IMPROVEMENT (THE PRESENT SITUATION IF A PROPOSAL)****16. GOAL, WORK PLANS, AND TIMETABLE****17. DESCRIPTION OF EQUIPMENT, METHODS AND TECHNIQUES USED, (OR THAT WILL BE USED) TO ACCOMPLISH THE OBJECTIVES****18. ADVANTAGES AND DISADVANTAGES RESULTING, OR EXPECTED TO RESULT, FROM THE IMPROVEMENT****19. OTHER COMMENTS****20. PROJECT DATA HAS BEEN (OR WILL BE) INCLUDED IN PRODUCTIVITY INDEX *(if applicable)***YES ☐NO ☐**21. APPROVALS OF REVIEWING OFFICIALS**

SIGNATURE OF BUDGET OFFICER

DATE

SIGNATURE OF OTHER OFFICIAL WHEN REQUIRED

TITLE

DATE

INSTRUCTIONS FOR COMPLETING

MANAGEMENT IMPROVEMENT AND COST REDUCTION REPORT

(Form AD-378)

1. TITLE OR DESIGNATION OF ACTION: A brief identification of the improvement.
2. PROJECT NO.: Agency initials and a number to be controlled by agency.
3. CATEGORY: For Department use.
4. REPORTING PERIOD: The quarter year or other period specified in special instructions.
5. NATURE OF REPORT: Check applicable box.

PROPOSAL: The action or project has been approved for the current or next fiscal year. Fill in those additional items on the form that are applicable, including Nos. 7 and 8.

INTERIM: The improvement has been in effect, or was put into effect, during the reporting period; identifiable benefits have been or will be realized from the action; and additional developments are expected. Also, check this box if a proposal already on record is to be revised, or if information (including new projects underway) not previously reported should be made a matter of record.

FINAL: The improvement is fully in effect. Or, check this item if project has been cancelled and indicate why.

SUPPLEMENTAL: The report supplements information previously reported as "Final" or "Implemented".

6. DESCRIPTION OF ACTION OR PROJECT: The text should present all essential information concisely and in a form which can be used, as written, in Department or agency reports and publications. Use optional page 2 of the form for details such as the before and after situation, work plans, etc.
7. NATURE OF SAVINGS(Check applicable boxes):

a. BENEFITS ARE

RECURRING: The improvement will result in benefits being realized over an extended period of time (more than one year).

NON-RECURRING: The improvement will result in the realization of benefits in only a limited number of quarters (usually four).

b. COST INCREASE AVOIDED: An increase is avoided where additional funds would have been required to do the work if the improvement had not been installed.

c. COST REDUCTION: An actual reduction in the cost of existing activities through improved operations. Funds have been or will be --

WITHDRAWN AND/OR NOT USED: Funds will not be applied to any other work. Indicate amount if different from that shown in item 8.

DIVERTED TO OTHER USE: Funds will be used to finance work in another area of activity. Identify specifically and explain.

USED TO INCREASE OUTPUT IN SAME AREA IN WHICH IMPROVEMENT APPLIES: Funds saved will be used to step up production in the same area of activity. In explaining, describe how in specific terms - give examples.

8. **ESTIMATED FINANCIAL AND MANPOWER SAVINGS:** Data are to be best estimates or actual figures where known. The intent of this item is to quantify or place a value upon actions taken during the reporting period in dollar and manpower terms for the current fiscal year and, where applicable, for the following fiscal year. Financial entries may be rounded to the nearest thousand dollars. Manpower data may be rounded to the nearest tenth.

FUNDS (PERSONAL SERVICES): The actual or estimated savings resulting from decreases in staff.

FUNDS (OTHER): The actual or estimated savings resulting from operational, program, or equipment improvements.

COSTS INCURRED (IF ANY): The actual or estimated costs of personnel increases and other expenses necessary to install the improvement. Fully explain this action and relate particularly to item 9 if no dollar benefits will accrue from the installation of the improvement.

NET VALUE OF IMPROVEMENT: If costs have been incurred in installing the improvement, deduct from personal services and other savings.

MAN-YEARS: The estimated or actual reduction in man-years over a full fiscal year period. Figure will normally be the net man-year equivalent of the dollar entry under Funds (Personal Services).

END OF YEAR EMPLOYMENT: Show anticipated effect of the action or improvement upon end of fiscal year employment (increase or decrease). Reductions in employment should be specifically identified on the reports submitted to the Office of Budget and Finance under 6AR360.

9. **OTHER BENEFITS:** Describe benefits such as improved service, better utilization of facilities, etc., under this heading. Use page 2 of the form where necessary. These benefits are those which cannot be quantified in dollar and/or manpower terms in item 8. They may be the only results of the improvement or in addition to the dollar and/or manpower savings described in item 8. In some cases an "other benefit" would be of such significance that an increase in funds or manpower would be justified to install the improvement.
10. **APPROPRIATION(S) OR FUND(S) INVOLVED:** Use appropriation or fund titles.
11. **METHOD USED TO DETERMINE MONETARY AND PERSONNEL SAVINGS:** This item subject to independent validation; support data must be as complete as possible. The test of reasonableness will be the best criteria to apply in arriving at statements of savings.
12. **ORGANIZATIONAL COMPONENT WHEREIN PROJECT APPLIES:** Indicate if Department-wide, Agency-wide, a particular division, etc.

13. NAME OF CONTACT: The name of a person familiar with the details of the action or project.
14. APPROVAL: The signature and title of a person authorized to approve the action or project for the agency, and the date.
- 15-21. THESE ITEMS FOR OPTIONAL USE: Entries on Page 2 of the form serve as the basis for summary reporting to Department level offices and for internal agency control and documentation purposes, as necessary. If information on this page will assist in explaining the action or project at higher organizational levels, (e.g. at the Departmental level) leave attached to Page 1. If not, detach and preserve in back-up files.

USDA SUMMARY

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET

CIRCULAR NO. A-64

2ND QUARTERLY REPORT FOR FISCAL YEAR 1965

Agency	PREVIOUSLY UNREPORTED SAVINGS							
	FY 1964		FY 1965		FY 1966		Totals	
	Man-Yrs	Dollars	Man-Yrs.	Dollars	Man-Yrs.	Dollars	Man-Yrs	Dollars
AMS	-	4,017,092	8.90	7,713,572	11.35	138,642	20.25	11,869,306
ARS	-	-	43.00	1,814,623	43.70	823,171	86.70	2,637,794
ASCS	-	-	-	1,000,000	-	1,500,000	-	2,500,000
B & F	-	-	3.50	19,880	3.50	19,880	7.00	39,760
CEA	-	-	-	580	-	1,452	-	2,032
ERS	-	2,000	-	202,000	-	-	-	204,000
FCS	-	-	-	2,250	-	-	-	2,250
FHA	-	-	-	6,000	-	11,000	-	17,000
FES	-	-	-	3,404	-	-	-	3,404
FAS	-	4,700,000	1.40	5,897,411	2.30	1,463,603	3.70	12,061,014
FS	-	225,000	51.30	705,800	49.30	577,500	100.60	1,508,300
INF.	-	-	-	56,522	-	-	-	56,522
OMS	-	-	0.90	5,241	1.40	8,828	2.30	14,069
NAL	-	-	0.10	5,870	0.10	15,170	0.20	21,040
P & O	-	-	-	276,522	-	618,806	-	895,328
REA	-	-	5.70	72,975	9.30	120,450	15.00	193,425
SCS	-	8,691,748	-	289,802	-	244,118	-	9,225,668
SRS	-	-	9.25	82,718	9.00	53,379	18.25	136,097
TOTALS	-	17,635,840	124.05	18,155,170	129.95	5,595,999	254.00	41,387,009

USDA
AGENCY REPORTS ON
COST-SAVING ACTIONS
PURSUANT TO
BUREAU OF THE BUDGET
CIRCULAR NO. A-64

---2ND QUARTER
FY 1965

KEY TO PROPOSED USE OF DOLLAR SAVINGS 1/

- A. Place in reserve, or apply to reducing President's budget.
- B. Apply to production of more units of work.
- C. Apply to raise quality of service or performance.
- D. Use to finance some other approved program or activity.
- E. Use to finance increased costs, such as pay increases.
- N.A. Key not applicable - cost increase avoided.

1/ Reference - Bureau of the Budget Circular No. A-64 Revised; Transmittal Memorandum No. 1, dated January 5, 1965.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service

PAGE 1 (AMS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Purchase of Beef in Natural Juices Rather Than Gravy For Direct Distribution Program:</u> Canned Meat for the School Lunch Program has been purchased in natural juice instead of gravy at a lower cost. This same practice is now followed in the Direct Distribution Program for distribution to the needy. So far in FY 1965, 12.9 million pounds more has been purchased in natural juices than could have been purchased if packed in gravy.	N. A.	--	6,382,000 <u>1/</u>	--		<u>2/</u>	C - Funds have been or will be used to purchase more of the same product.
2. <u>Purchase of Lard in Paper Cartons Instead of Metal Containers:</u> For the past 10 years USDA has bought lard with Section 32 funds for distribution to schools, in-	N. A.	--	603,029 (1st and 2nd quarters only) <u>3/</u>	--		<u>2/</u>	C - Funds have been or will be used to purchase more of the same product.
<u>1/</u> In addition, savings of \$2,287,000 occurred in F.Y. 1964.							
<u>2/</u> Recurring only when procurement or purchase program is active in this							

(See Page 2)

1/ In addition, savings of \$2,287,000 occurred in F.Y. 1964.

2/ Recurring only when procurement or purchase program is active in this commodity.

3/ In addition, savings of \$1,730,092 occurred in F.Y. 1964.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) PAGE 2 (AMS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
stitutions, and needy families. Purchases in the 1950's were restricted to lard packaged in 3-pound and 50-pound metal containers. This method of packaging was used because recipient agencies did not believe that they could handle product in paper cartons. However, through the efforts of the AMS Livestock Division in developing specifications and the Food Distribution Division in convincing State and local recipient agencies that lard packaged in paper cartons could be handled satisfactorily, the proportion packaged in this manner reached almost 85 percent of total purchases in fiscal year 1964.							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) PAGE 3 (AMS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
3. <u>Transportation Costs as a Factor in Determining Prices to be Paid for Frozen Beef:</u> For most of the March-December 1964 frozen beef purchase program bids were evaluated principally on the basis of offering prices. Because the primary purpose of the program was to provide price assistance to farmers. This action while maximizing price assistance to producers, resulted in an imbalance between areas of purchasing and areas of distribution (40% bought on the West Coast compared with about 10% of the recipients). After the program reached the point where the removal of a substantial volume of beef was not the principal criterion, freight charges	N. A.	--	232,000	--	x		C - Funds saved will permit additional purchases of the product.

(See Page 4)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.)

PAGE 4 (AMS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
were used to help evaluate bids. During the week this action was initiated, it resulted in the buying of no beef from the West Coast firms, saving \$40,000 in transportation costs. However, West Coast packers reacted aggressively, dropping their offering prices for the remaining two weeks of the program -- prices averaged .5494 cents per pound compared with .5935 cents for the preceding two weeks. Purchases for the last two weeks cost \$192,000 less. Thus, a savings of \$232,000 (\$40,000 plus \$192,000) are attributable to including freight costs as a factor in the evaluation of bids.							
<u>Less Costly Shipping Containers for Cartons of Dried Milk:</u>	N.A.	--	200,000 (Est.)	--		x	C - Funds will be used to purchase more products.

(See Page 5)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) PAGE 5 (AMS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
Master containers presently used for the shipment of 12-4 1/2 pound cartons of dried milk have a bursting strength of 275 pounds. The necessity for this degree of strength has been questioned. It has been recommended that the bursting strength of these containers be reduced to 200 pounds. Experimental shipments are being made. If the containers, having reduced bursting strength, prove adequate, considerable savings will result.							
5. <u>Packaging of Peanut Butter in Less Costly Containers:</u>	N.A.	--	178,930	--		x	C - Funds will be used to purchase more of the same product
(See Page 6)							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) , PAGE 6 (AMS)

QUARTER:

 / / 1st / / 2nd / / 3rd / / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
Peanut butter supplied for distribution to needy persons was packaged in two-pound cans. It was proposed as a savings to the Government that the product be packaged in glass containers. Experimental shipments were made to determine the suitability of glass-packed peanut butter from the standpoint of transit, storage handling and destruction. These tests indicated glass was a suitable container for the product.							
6. <u>Merger of Dairy Division and the Milk Marketing Orders Division:</u> The merger of these functions brings together in one division the marketing programs relating to milk and	3.2	4.0	35,000	50,000		x	E - Savings will be used to finance dairy inspection and grading program thereby having an effect on rates charged for this service.

(See Page 7)

(See Page 7)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) , PAGE 7(AMS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
dairy products, and reduces the number of divisions in AMS by one. Consolidation will strengthen AMS and reduce the number of contacts industry members will have to make with the agency and vice versa.							
7. <u>Savings in Travel Costs:</u> Incident to the opening and closing of various flue-cured tobacco markets, AMS was able to make changes in staffing patterns to effect savings in travel costs.	N. A.	--	30,000	--	x		E - Funds saved were used to offset pay adjustment costs.
8. <u>Staff Reduction - Boston Fresh Fruit and Vegetable Market Inspection Office:</u> One inspector in the Boston office retired. No replacement was provided on a trial basis to determine if remaining force could handle workload. It has now been	1.0	1.0	7,800	7,800		x	E - Funds saved will help absorb increased pay costs and keep inspection fees at a minimum.

(See Page 8)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.)

PAGE 8 (AMS)

QUARTER:

 / 1st / x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
9. necessary to replace the retired inspector unless volume of work increases materially. <u>Closing of Milwaukee Fresh Fruit and Vegetable Market Inspection Office:</u> Substantial losses in workload and fees charged were incurred in the Milwaukee market office over the past few years. The office was closed December 31, 1964, eliminating two positions. Inspections in the area will be handled from Chicago.	1.0	2.0	6,000	15,800		x	E - Funds saved will help absorb increased pay costs and keep inspection fees at a minimum.
10. <u>Consolidation of Atlanta and Thomasville Livestock Market News Office:</u> Originally, the Florida livestock reporting program was supervised from Thomasville and the Georgia program from Atlanta. On October 1, 1964, the Georgia	0.4	0.5	3,846	5,125		x	D - Money saved will permit AMS to expand coverage of livestock reporting at the Ogden, Utah station to include the Snake River, Idaho area.

(See Page 9)

(See Page 9)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) PAGE 9 (AMS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
supervisor was moved from Atlanta to Thomasville, thus consolidating the two offices. The consolidation permitted us to dispense with a clerk at Atlanta, and a GS-9 reporter at Thomasville. It was necessary to increase clerks at Thomasville from 1.5 to 2.0.							
11. <u>Expanded Use of Leased Wire System:</u> Inauguration of 24-hour service on the national leased wire system of the Market News Service has made it possible for most Fruit and Vegetable Market News shipping point offices located in the West and Southwest to send their daily f. o. b. price wires via leased wire instead of Western Union.	N. A.	N. A.	3,500	6,000		x	E - Saving will partially defray cost of pay increase.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) PAGE 10 (AMS)

QUARTER:

 / 1st / x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
12. <u>Increased Efficiency in Use of Fruit and Vegetable Division Steno and Clerical Personnel:</u> Action was taken to service the office of Branch Chief and Assistant Chief and the Marketing Program Section using a Secretary-Stenographer GS-6 and a Clerk-Typist GS-4, eliminating one Clerk-Typist GS-4 position. This was accomplished by relocating a Clerk-Typist in the reception office of the Chief and installing two "call director" telephones in that office.	0.7	1.0	3,500	4,700		x	D - Used to finance other marketing agreement and order work of high priority.
13. <u>Reduction in Kansas City Fresh Fruit and Vegetable Market Inspection Office:</u> To effect economies a GS-4 clerk-typist in the Kansas City Fresh Products Inspection Office was placed on half-time beginning January 1, 1965.	0.25	0.5	1,250	2,500		x	E - Funds saved will help absorb increased pay costs and keep inspection fees at a minimum.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) PAGE 11 (AMS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
4. <u>Improved Docket Processing and Federal Register Publication of Federal Milk Orders:</u> A procedure has been initiated which eliminates the necessity of preparing a special Secretary's copy of the final decision and final order documents. The Department processes about 80 such documents relating to Federal milk orders, on the average, each year.	--	--	637	637		x	B - Savings will be used to increase output in same area in which improvement applies.
5. <u>Improved Meat Grading Instrument:</u> An employee suggestion to redesign the instrument used to apply the grade designation to meat carcasses was adopted. The new instrument, containing parts which are standard, expendable, and interchangeable, eliminates the need for returning damaged instruments to the Meat Grading Branch workshop for repair and re-	0.5	0.5	(-) 13,850 4/	6,150		x	E - Meat grading expenses are paid from a trust fund into which fees paid by users of the service are deposited. Savings help maintain fee rates at a minimum.
4/ Net increased cost of installing new method during first year.							

(See Page 12)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Marketing Service (cont.) PAGE 12 (AMS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recur-ring	
	FY 65	FY 66	FY 65	FY 66			
placement. The new instrument is less expensive, lighter in weight, more durable and easily maintained.							
UPDATING OF PREVIOUSLY REPORTED ITEMS:							
1. <u>Consolidation of Poultry Grading State Offices and Equalization of Workload:</u>	1.85	1.85	39,930	39,930		x	E- Savings used to offset projected increase in user charges.
Performance standards, together with evaluation factors, were developed for supervisory positions and fee poultry graders. As a result of application of these factors a series of State offices were combined into a smaller number, resulting in a saving in personnel, travel and office costs.	<u>5/</u>	<u>5/</u>	<u>5/</u>	<u>5/</u>			
<u>Totals:</u>	8.90	11.35	7,713,572 <u>6/</u>	138,642			
5/ Amounts shown represent savings in addition to the \$23,436 and 2.4 man-years previously reported for F.Y.'s 1965 and 1966.							

5/ Amounts shown represent savings in addition to the \$23,436 and 2.4 man-years previously reported for F.Y.'s 1965 and 1966.

6/ In addition, previously unreported savings of \$4,017,092 occurred in FY 1964 (Total of footnotes 1/ and 3/.)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service

PAGE 1 (ARS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>P.L. 480 Plant Collecting:</u> In Botanical/Chemical screening for new crops, wild plants must be procured. Normally this is achieved through exploration supported by regular funds. In lieu, ten P.L. 480 projects have been established in other countries to provide seed and plants for analyses. Not only does this provide the necessary samples without the use of regular funds, but preliminary evaluation and seed increase undertaken in the project countries eliminates the need for similar follow-up operations in the U.S.	10	10	347,680	347,680		x	N.A. - Cost increase avoided.
2. <u>New Fumigation Procedures For Hay in Cereal Leaf Beetle Quarantine Area:</u> Hay dealers in Ohio and Indiana were placed	16	16	109,610	109,610		x	N.A. - Cost increase avoided.

(See Page 2)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.)

PAGE 2 (ARS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
under a dealer-carrier agreement to operate fumigation stations and were furnished tarpaulins and other necessary equipment. All labor is furnished by the dealers. Using this approach 15 stations are now in operation in Ohio and 4 in Indiana, which are supervised by 6 men who make periodic checks to see that the provisions of the dealer-carrier agreement are being followed. This procedural change has permitted Plant Pest Control personnel to service an expanded area without the necessity of hiring additional employees.							
3. <u>Improved Methods - Tennessee Market Cattle Testing Program:</u>	--	--	83,535	90,000		x	B and D - Savings used for the brucellosis program in other states as needed.

(See Page 3)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.)

PAGE 3 (ARS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
This action involves a change in the program from drawing blood samples from live animals at markets to backtagging cattle at markets and securing blood samples at time of slaughter. ARS was able to secure approximately the same number of samples at a savings. While the funds so saved were State funds, any saving of funds contributed by either cooperator represents a net saving to both. Annual Federal funds required for the brucellosis program in Tennessee have been reduced as a result of this action.							
4. <u>Elimination of Heavily Infected TB Herds:</u> A careful study and analysis was made of some herds	--	--	75,000	50,000		x	B and D - Savings used for TB program in other states as needed..
(See Page 4)							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.)

PAGE 4 (ARS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
of cattle which had been infected with tuberculosis for periods of up to fifteen years. During that time ARS had partially indemnified owners against losses from the sale of reactors for more cattle than were in the original herd. A change in regulations permits condemnation and indemnification of an entire heavily infested herd, thereby precluding any further tests and indemnity payments on that herd.							
5. <u>Use of Computers and ADP in Research Programs:</u> New developments in the field of automation have yielded savings in the Animal Husbandry, Crops Research, Transportation and Facilities Research, and Consumer and Food Economics Divisions of ARS.	3.4	3.9	49,775	53,500		x	N.A. - Cost Increase Avoided.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.) PAGE 5 (ARS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
6. Relocations and Consolidations:							
a. Entomology Research Division closed it's Vincennes, Ind. analytical unit and the work was transferred to Beltsville, Md. Increased efficiency permitted one GS-12 vacancy to be abolished.	1.7	3.0	23,815	38,110		x	B and D
b. Market Quality Research Division transferred research on protection from insects using inert dust from Watseka, Ill. to a larger existing facility at Manhattan, Kansas, thereby avoiding additional rent, etc.							
c. The work of two Plant Pathologists (GS-13 and GS-11) was reconstituted into one GS-12 in the merger of the Postentry Quarantine section and the Inspection and Treatment section of Plant Quarantine Division.							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.) PAGE 6 (ARS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recur-ring	
	FY 65	FY 66	FY 65	FY 66			
7. <u>Methods Improvement - Crops Research:</u>	2.2	2.2	21,747	21,747		x	N.A. - Cost Increase Avoided.
a. Twenty-four thousand young strawberry seedlings are now screened for resistance to red stele root rot in a greenhouse area of 25' x 36' whereas a comparable number tested in the field would require about 7 acres of land.							
b. A specialized less expensive culture technique was developed for propagating nematodes for use in experimental testing of plants.							
c. A speedier and more accurate method of testing blue lupines for alkaloid content has been put into operation.							
d. A staggered double row system is being used to grow pear seedlings in the field, at a considerable saving in acreage.							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.)

PAGE 7 (ARS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
8. <u>Increased Workload in Finance Offices - No Increase in Staff:</u> Additional workload caused by the transfer of two research divisions to ARS from another USDA agency was absorbed within present finance office staffing.	3.0	3.0	18,016	18,016		x	D - Funds saved were applied to operating costs for research, regulatory and control programs.
9. <u>Workshop in Food Retailing and Warehouse Operations Research:</u> The Workshop is designed to present the results of research conducted by the USDA in retail stores and warehouses and to acquaint the industry and extension participants with various research techniques and their application. The Department was able to use the facilities of the firms to carry on the experiments, and in the case of centralized processing research a firm made trial installations at no cost to the government.	1.0	1.0	18,000	18,000		x	C - Research results are put into effect much more quickly than if done entirely by the USDA.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.) PAGE 8 (ARS)

QUARTER:

 / / 1st / / 2nd / / 3rd / / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
10. <u>Improved Method - Genetic Appraisal of Dairy Cows:</u> A procedure for indexing cows has been developed whereby the nation's most outstanding animals are genetically determined and recognized. The indexing procedure, which uses as source data master magnetic tape files of 10.5 million records of performance, was developed as an integral part of the existing data processing system of sire evaluation. By using suitable approximations and a two-stage screening process, computing time for this work was minimized.	0.5	0.5	16,888	19,000		x	N.A.-Cost Increase Avoided.
11. <u>Modified Program of Potato Evaluation:</u> (See Page 9)	1.2	1.2	15,575	15,575		x	B - Professional time saved being devoted to fundamental research of potato diseases.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.) PAGE 9(ARS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
Disease and horticultural evaluations are now conducted in the <u>fourth</u> year of the breeding program, instead of the <u>second</u> year of the program. By the <u>fourth</u> year the number of advanced selections has been reduced by 95%.							
12. <u>Maximum Use of Federal Funds For Quality Maintenance of Cut Flowers:</u> Congress appropriated \$30,000 in fiscal year 1965 to increase post-harvest research on quality maintenance of cut-flowers. To obtain maximum benefit from the additional money it was necessary to initiate a program of research in a major production area such as the West Coast of Florida. The amount received for this program greatly limited the size	1.0	--	15,000	--	x		N.A. - Cost Increase Avoided.

(See Page 10)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.) PAGE 10 (ARS)

QUARTER:

 / 1st / x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
of the proposed program. However, through negotiations with the Florida Experiment Station we were able to obtain their cooperation on this project. The Florida Experiment Station will provide office, laboratory, and refrigerated storage space, and sub-professional and stenographic services at the Gulf Coast Experiment Station near Bradenton at no cost to the Federal Government. This cooperation enabled the division to undertake a program of research at least 50 percent larger than without such cooperation.							
13. <u>Adoption and Use of Plastic Pools to Propagate and Grow Aquatic Weeds:</u>	1.0	1.0	11,000	15,000		x	N.A. - Cost Increase Avoided.

(See Page 11)

(See Page 11)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.)

PAGE 11 (ARS)

QUARTER:

 1st x 2nd 3rd 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
Plastic pools are now used for ecological and botanical studies on aquatic plants and for control studies. It has improved efficiency of research by avoidance of travel to sites where the different species of weeds occur naturally and has permitted research on new chemicals without threat of contaminating water.							
14. <u>Improved Use of Laboratory Space:</u> A. Two changes have been made resulting in a net increase of laboratory space: (1) The gas-liquid chromatography equipment in the lipids laboratory of the Food Composition Laboratory was rearranged both to consolidate individual pieces and to make them visible from different places in the laboratory.	0.2	0.4	8,000	9,750		x	N.A. - Cost Increase Avoided.

(See Page 12)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.) PAGE 12 (ARS)

QUARTER:

 / 1st / x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
(2) Centralization, reorganization, and disposition of files in the Food Quality Laboratory released about 200 sq. ft. of space for use as a scientific laboratory. B. Approximately 1,000 sq. ft. of space formerly used to exhibit results of previous research and to house one draftsman were remodeled and put to better use..							
15. <u>Consolidated Monthly Procurement of Glassware:</u> Considerable -- savings can be made through quantity case lot purchases of glassware under Federal Supply Schedule contracts. In addition quantity discounts are given for groups of orders provided the orders carry identical dates and are received		--	4,604	--		x	D. - Used to purchase other supplies and materials as needed.

(See Page 13)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.)

PAGE 13 (ARS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
in a group at the same time. To obtain this price advantage ARS holds all except emergency requisitions for glassware until the first day of each month, at which time consolidated orders are issued.							
16. <u>Improved Efficiency in Determining Molecular Physical Properties of Compounds Related to Fats:</u> A computer program has been written and debugged for calculating dielectric loss from capacitance and dissipation readings, of a impedance bridge, at several frequencies and several temperatures. This has reduced to a few minutes a computation which requires about 8 hours manually on a desk calculator.	0.6	0.6	3,000	4,000		x	N.A. - Cost Increase Avoided.
17. <u>Miscellaneous Other ARS Actions:</u> See details attached as an addendum to this summary.	1.2	0.9	17,378	13,183	(See attached addendum)		(See attached addendum)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.) PAGE 14 (ARS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
<u>UPDATING OF PREVIOUSLY REPORTED ITEMS:</u>	--	--	976,000	--		x	D - Applied to operating costs for research, regulatory and control programs. The program also results in an avoidance of costs.
1. <u>Use of Excess Personal Property:</u> Excess property is being used to the fullest extent possible in the furtherance and accomplishment of our research and regulatory programs. It is resorted to in lieu of new procurement where feasible; also to fill unforeseen requirements not otherwise budgeted for, and in the case of research particularly, for equipment and materials for improving or accelerating research work projects or methods, such as the upgrading of equipment with units in better condition or of more modern design and utility.			1/				
Totals	43.0	43.7	1,814,623	823,171			

1/ Estimate for second quarter only. This represents an addition to a savings of \$875,000 reported for the 1st quarter of FY 1965.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Research Service (cont.)

PAGE 15 (ARS)

QUARTER:

 1st x 2nd 3rd 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
SAVINGS TO DEPARTMENT OF DEFENSE:							
1. <u>Elimination of Loss of Flour Due to Insect Infestation:</u>	--	--	70,000	70,000		x	D - Savings will be available to DOD for other military use
The military services procure annually 250,000,000 pounds of flour which is shipped to all points on the globe. Although exact figures on total loss due to insect attack on flour are not available, known infestations for the immediate past amounted to more than one million pounds of bagged flour and hundreds of thousands of pounds of packaged flour mixes, cereals, rice, and other grains and grain-based products. To reduce this loss the Market Quality Division in cooperation with Department of Defense, Millers National Federation, and the Paper Shipping Sack Manufacturers Association undertook a research project involving "test runs" of 800,000 pounds of flour with a variety of bags, closures, and repellent treatments. It is expected that the USDA-recommended bag, closure, and treatment will eliminate nearly all loss due to insect attack.							

ADDENDUM TO ARS SUMMARY

TABULATION OF CONDENSED DATA ON MISCELLANEOUS OTHER ACTIONS

Title of Action	Nature of Savings		Cost Incr. Avoided	Cost Reduc- tion	Key	Estimated Savings				Organizational Component
	Recurring					FY 1965		FY 1966		
	Yes	No				Net \$ Value	Man Years	Net \$ Value	Man Years	
Reconstitution of 3 position so as to carry out their function at a lower salary cost.	x			x	D	1458		2,915		Personnel Div.
Use of format for local employee management agreements for Meat Inspection Division	x			x	D	88	.1	1,690	.1	Personnel Div.
Development and use of standard job descriptions.	x		x		N.A.	586	.1	781	.1	Personnel Div.
Simplified system for designating certain non-ARS personnel to clothe them with enforcement authority.	x			x	D	1868	.3	339		Personnel and Field Admin. Divisions
Temporary detailing of personnel to avoid overtime.		x	x		N.A.	269				Eastern Admin. Division
Release of antiquated government residence.		x	x		N.A.	6500				Animal Husbandry Div.
Improved design for holding instrument charts on electric chart readers.	x			x	B	1248	.2	1,664	.2	Soil and Water Conser. Res. Division
Use of standard form for memorandums of understanding.	x			x	C	1873	.3	766	.1	Soil and Water Conser. Res. Division

[illegible]

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation Service PAGE 1 (ASCS)

QUARTER:

 / 1st x / 2nd / 3rd x / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Securing Extension of Transit Time Limit on Grain Freight Bills:</u> Through resourceful handling with rail carrier officials, approval was received whereby 9 years transit time limit on grain freight bills was provided in lieu of the maximum of 8 years previously allowed by the carriers. <u>Note: THE IMPROVEMENTS WHICH FOLLOW HAVE NOT BEEN REPORTED PREVIOUSLY AS INDIVIDUAL PROJECT ITEMS. THE DOLLAR AND MAN-YEAR SAVINGS ATTACHING TO THEM, HOWEVER, WERE INCLUDED IN PREVIOUS REPORTS OR WILL BE INCLUDED IN FUTURE REPORTS AS PART OF ASCS COMMODITY AND COUNTY OFFICE PRODUCTIVITY INCREASE ESTIMATES FOR FY 1965 AND FY 1966. ACCORDINGLY, THE SAVINGS ASSOCIATED WITH THESE IMPROVEMENTS (NOS.2-18) ARE SHOWN AS DEDUCTIONS FROM THE TOTALS AT THE END OF THIS SUMMARY.</u>	--	--	1,000,000 <u>1/</u>	1,500,000 <u>1/</u>	x		N.A. - Cost Increase Avoided.
			<u>1/</u> Represents an estimate which is contingent upon actual shipments of the grain.				

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation Service PAGE 2 (ASCS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
2. <u>Determining Acreage Compliance by Certification (Wheat, Feed Grains and Sugar):</u> The farm operator's certification is now accepted in lieu of a farm visit to determine feed grain and diverted acreage. Tried on a pilot basis in the 1964 crop year, the experiment was limited to 38 counties in 10 States. Feed grain and diverted acreages were measured on 25% of the farms for which a certification was accepted to determine the accuracy of reports filed by operators. The project is being expanded for 1965 to approximately 600 counties in all areas of the nation.	43.5	100.0	42,345	297,675	x		See note on Page 1.
	(examples of savings taken from reports from selected areas -- not an agency total)						
3. <u>Expansion of Unit Rate Method of Paying Farm Reporters:</u>	3.0	3.0	15,000	15,000		x	See note on Page 1.
	(examples of savings taken from reports from selected areas -- not an agency total)						

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation
Service

PAGE 3 (ASCS)

QUARTER:

 / 1st / x / 2nd / / 3rd / / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
The system of paying reporters for determining acreage of crops and land uses was changed from a daily rate to payment on the basis of the actual work performed. This method had been in use in a limited section of the nation for several years.							
<u>Improved Operation of Digital Computers:</u> (a) Containers are now used to hold two reels of magnetic tape on each tape unit to facilitate mounting of tapes. (b) Plans have been made to purchase a load key to allow for other than manual entry of initializing instructions by a console operator. (c) The staffing of assistant shift supervisors over computer operating activities was discontinued.	2.5	3.0	13,965	18,708		x	See note on Page 1.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation Service

PAGE 4 (ASCS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
5. <u>Redesignation of Boundaries:</u> The Pennsylvania State Committee reviewed community boundaries for all counties of the State. They recommended reduction of the number of communities in 39 counties. Effective October 1, 1964, the number was reduced by 68.	3.2	3.2	13,056	13,056		x	See note on Page 1.
6. <u>Revised Method of Scheduling Warehouse Examinations:</u> The frequency of such visits has been reduced when CCC does not have an interest in the stored commodities	.67	.67	8,058	8,058		x	See note on Page 1.
7. <u>Elimination of Hiring of Spot Checkers of Acreage Measurements in Kansas:</u> State Office per diem spot checkers will not be employed in Fiscal Year 1965. The Farmer Fieldmen will do such spot checking as is required.	1.3	--	7,394	--	x		See note on Page 1.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization Conservation
Service

PAGE 5 (ASCS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
8. <u>Improved Method of Issuing and Maintaining Lists of Approved Warehouses:</u> This project involved converting the issuance and maintenance of lists of approved warehouses from punched cards to a wholly manual system.	0,7	0.9	5267	7355		x	See note on page 1
9. <u>More Efficient Processing of Sales Orders:</u> ASCS is now processing sales enlargement requests as follows: (1) Requests for reproductions at the same scales as the exposures furnished ASCS will be processed in the same manner as ASCS orders. (2) Unless a customer indicates an interest in accuracy, all orders at an approximate scale without rectification will be furnished.	1.0	2.0	5252	10,505		x	See note on page 1

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation
Service

PAGE 6 (ASCS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
10. <u>Reduction-in-Force -- Kewaunee County</u> : A review of the "National County Office Work Measurement" report reflected that the workload points per man day of employment for Kewaunee County, Wisconsin indicated over-staffing. A detailed study was made of this County. Results - two employees separated.	1.3	--	5023	--		x	See note on page 1.
11. <u>Improved Manpower Utilization Work on Tonnage Substitution Settlements</u> : Three GS-4 Clerks have recently been trained to do the clerical preparatory work involved in making tonnage substitution settlements, and filing export refund claims. This work has, heretofore, been performed by 5-6 GS8 Freight Rate Specialists.	--	--	4912	7365		x	See note on page 1.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation
Service

PAGE 7 (ASCS)

QUARTER:

/ / 1st / x / 2nd / / 3rd / / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
12. <u>Use of Aerial Photograph "Cut Outs":</u> There were 19 counties which used photo "cut outs" for compliance in 1964. There will be 10 additional counties using "cut outs" in 1965.	1.5	--	4800	--		x	See note on page 1.
13. <u>Improved Preparation and Maintenance of Accounting Documentation and Reports:</u> a. Frequency of reporting was changed. b. Verification of document transmittals to balanced transmittals was discontinued. c. Extra copies of notices of exception are no longer made.	0.7	0.7	4616	4616		x	See note on page 1.
14. <u>Pre-printing Standard Information on Form MP-110, Notice to Shipper:</u> Minneapolis Com-	1	1.3	4500	6000		x	See note on page 1.
(See Page 8)							

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation
Service

PAGE 8 (ASCS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
modity Office provides the shipper with instructions for notifying the consignee of shipping data on domestic donations. Information, formerly typed, has been standardized and preprinted on the form.							
. <u>Change in Procedure:</u> Effective December 15, 1964, requirement for a pre-sale licensed grade on nonstorable corn (grade basis sale) was discontinued.	--	--	3800	--		X	See note on page 1
. <u>"Piggy Back Cam":</u> The development of a Piggy Back Cam for Staltman Vertical Cameras enabled ASCS to project full scale range by using only the 10 3/4" lens.	--	--	3063	11,300		X	See note on page 1

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation

PAGE 9 (ASCS)

QUARTER:

 / / 1st / X / 2nd / / 3rd / / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
17. <u>Miscellaneous Other ASCS Items:</u>							
a. Discontinuance of Punched Card Records on Export Wheat Shipments.	.67	1.0	2505	3760		X	See note on page 1
b. Reorganization of Caribbean Area Office.	--	--	2182	2182		X	
c. Use of New Flexible Post Binders for ADP Listings.	--	--	2036	2443		X	
d. Reorganization and Simplification of Cotton Storage Agreements.	0.3	0.3	2000	2000		X	
e. Transfer of Manual Operations to Computer System.	.74	.74	1850	2950		X	
f. Better Informational Mailing System in Minnesota.	--	--	1055	4428		X	
18. <u>Computer Purchase:</u> A 16K IBM 1401 computer system was acquired under a purchase option agreement.	--	--	0	85,000		X	See note on page 1

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Agricultural Stabilization and Conservation
Service

PAGE 10 (ASCS)

QUARTER:

/ / 1st / x / 2nd / / 3rd / / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
Totals - (a) New Savings and (b) Savings previously included in Productivity Increase Estimates (Items 2-18)	<u>2/</u>	<u>2/</u>					
	62.1	118.0	1,152,679	2,002,401			
Deduct Type (b) Savings--	<u>62.1</u>	<u>118.0</u>	<u>152,679</u>	<u>502,401</u>			
Total - New Savings	---	---	1,000,000	1,500,000			

2/ These man-year savings include both federal and non-federal employment.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Budget and Finance

PAGE 1 (B&F)

QUARTER:

 / 1st / x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Revision of Annual Report on Travel</u> : The purpose of this project was to determine the practicability of using historical data and a selective method of sampling current travel for analysis of agency travel expenditures. The review disclosed that the data for which the sampling procedures were proposed was no longer needed for travel management and budgetary purposes. Consequently, greater savings could be realized by revising the format of the Annual Report on Travel to eliminate unnecessary breakdowns of expenditures. The revision has been made.	2.5	2.5	15,000	15,000		x	D - Savings will be directed to other work in the offices concerned.
2. <u>Simplification of Travel Authorization</u> : The purpose of this project was to determine if the authorization of travel could be simplified. It was found that Form AD-200, Request for Travel Authorization, could be eliminated by using Form AD-202, Authorization-Travel, as	1.0	1.0	4880	4880		x	D - Same as #1.

(See Page 2)

(See Page 2)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Budget and Finance (cont.)

PAGE 2 (B & F)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
a combination request and authorization. This eliminated use of about 100,000 forms per year and saved the time needed to fill them out.							
Totals	3.5	3.5	19,880	19,880			

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Commodity Exchange Authority

PAGE 1 (CEA)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Improved IBM Equipment:</u> In the CEA Chicago Office, a type 514 IBM reproducer was converted from a Model 50 to a Model 2 and put into service. The monthly rental on the machine due to the conversion was increased from \$70.00 per month to \$110 per month. The conversion increased the capacity from 50 cards a minute to 100 cards a minute. However, the efficiency of operation has been increased and is a recurring saving.	--	--	612	816		x	B - Savings applied to development of special information needed in connection with market-wide surveys and speculative limit analysis.
2. <u>Use of Folding Machine:</u> A folding machine was purchased in the CEA New York Office to free some of the time of a Clerk, GS-3, for other more responsible duties. The machine is needed in order to speed up the task of folding	--	--	28	276		x	C - Time freed applied to property, supply, and procurement matters.

(See Page 2)

(See Page 2)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Commodity Exchange Authority (cont.) PAGE 2 (CEA)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
the daily releases of the Trading Branch and the folding jobs required by other branches.							
3. <u>Procurement of Portable Dictaphone</u> : On field investigations, interviews are usually conducted at the rate of three or four a day. At the end of the day, reports of interviews were handwritten based on notes taken during the interviews. A portable dictaphone is now used.	--	--	--(60)	360		x	C - Investigations can be completed earlier and time devoted to subsequent phases thereof.
Totals	--	--	580	1452			

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Economic Research Service

PAGE 1 (ERS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Review of Data Gathering, Handling, and Reporting Activities and Expanded Use of Operations Research and ADP</u>	- -	- -	200,000	- -	X		N. A. - Cost Increase Avoided.
Statistical and econometric measurement utilize such techniques as multiple regression analysis, limited information estimating procedures, seasonal variation analysis and linear programming. Because of limited manpower and funds for ADP purposes, principal sources for providing computer programs applicable to this area of work have been manufacturers' program libraries and other data processing installations. These computer programs are used either directly or modified and adapted to the Divisions' processing operations at a considerable saving.							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Economic Research Service PAGE 2 (ERS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
2. <u>Securing of Monthly Data on CCC Loans from Kansas City Data Processing Center:</u> Negotiated with the ASCS Kansas City Data Processing Center to supply monthly data on CCC loans and purchase agreement needed for the development of farm income estimates.	- -	- -	2,000 1/	- -		X	B - Savings directed to other functions within the same project.
Totals	- -	- -	202,000	- -			
1/ Previously unreported savings of \$2,000 also occurred in FY 1964.							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Farmer Cooperative Service

PAGE 1 (FCS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
<u>Cooperative Arrangements in Pacific Northwest Study:</u> In cooperation with the Spokane Bank for Cooperatives, FCS is conducting a study of grain marketing and transportation by farmer cooperatives in the Pacific Northwest. FCS is making a study at a direct cost of \$4,700 while the Spokane Bank is contributing \$2,250. This cooperative arrangement permits a study FCS otherwise would not have had adequate funds to undertake.	-	-	2,250	-	X		N. A. - Cost Increase Avoided.
TOTAL	-	-	2,250	-			

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Farmers Home Administration

PAGE 1 (FHA)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
<u>Reduction of Space Allowance for National Office Staff:</u> Two thousand one hundred feet of office space contiguous to present space was needed to house additional staff for expanding programs. Space was not available and a thorough analysis was made of space assigned. Space was rearranged in December 1964 to house the increase in staff. Saving effected at annual rate of \$5.25 per square foot. The rearrangement resulted in abolishing the agency conference room and reducing the space allowance below desired and approved space standards for some employees.	-	-	6,000	11,000		X	N. A. - Cost Increase Avoided.
TOTALS	-	-	6,000	11,000			

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Federal Extension Service

PAGE 1 (FES)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
Publications Cost-Share Program: Reproducing 7 publications on a cost-share basis with the State Extension Services resulted in a reduced number of publications ordered by the State Extension Services for 5 of these publications. Requiring the States to share the cost of these publications, where there is a mutuality of interest, apparently results in a more accurate review of needs and usage.	--	--	3404	--	x		D - Savings enabled FES to offer 5 new publications to States on a cost-share basis.
Totals	--	--	3404	--			

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Foreign Agricultural Service

PAGE 1 (FAS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Rice Export Payment-in-Kind Program - Establishment of Export Payment Rates:</u> By continuous, careful analysis of competitive relationships between U.S. and competing rices FAS has reduced CCC rice export payments which are designed to make U.S. rice competitive in world markets.	- -	- -	4,500,000 1/	- -		X	D - Savings resulting from this action reduce expenditure of CCC capital funds for this program, thus making funds available for other CCC programs, as approved by the CCC Board of Directors.
2. <u>Request to Steamship Conferences for Special or Reduced Ocean Freight Rates:</u> The Ocean Transportation Branch, FAS, arranges and carries out all ocean transportation functions incident to Public Law 480, Title II programs. When they receive advice regarding a specific movement of other than bulk cargoes, they	- -	- -	706,901	708,500		X	D - Same as # 1.
			1/ In addition, previously unreported savings of \$4,700,000 occurred in FY 1964.				

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Foreign Agricultural Service

PAGE 2 (FAS)

QUARTER:

 / / 1st / X / 2nd / / 3rd / / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
immediately verify ocean freight rates. If the rate seems unreasonable, they initiate action with the steamship conference to request a special rate for the specific cargo. Prior to this new approach, the published rate normally was paid.							
3. <u>Price Approval at Time of Sale of Commodities under P. L. 480:</u> Under a revised price review program exporter's contract information and sales prices for commodities sold under Titles I and IV of Public Law 480 are reviewed at the time of sale to ascertain that sales prices do not exceed the prevailing range of export market prices. Previously, such reviews were made only after delivery of the commodity and financing of the transaction	- -	- -	388,700	395,000		X	N.A. - Cost Increase Avoided.

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Foreign Agricultural Service

PAGE 3 (FAS)

QUARTER:

/ / 1st / X / 2nd / / 3rd / / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
by CCC. Making the review at the time of sale assures that prices are eligible prior to financing which reduces possibility of later claims actions.							
4. <u>Price Review of P.L. 480 Title I and IV Cotton Exports:</u>	- -	- -	180,000	124,000		X	D - Same as #'s 1 and 2.
FAS has required that cotton financed under Titles I & IV of P.L. 480 be sampled, classed and the price checked on each shipment for excess pricing. All shipments with excess pricing are arbitrated. This arbitration has made substantial reductions in CCC financing costs.							
5. <u>Reorientation and Consolidation of the Work of the Soybean Council of America:</u>	- -	- -	100,000	200,000		X	D - Savings in FY 65 will be used to expand prune promotion in Europe
The Soybean Council's organization abroad has been							

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Foreign Agricultural Service

PAGE 4 (FAS)

QUARTER:

 / 1st x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
reoriented and supervision of country operations has been centralized in a new Washington office. This streamlined operation made it necessary for the Soybean Council to close its large International Operations Office in Rome. The consolidation of Western European Operations into a central Brussels office will result in closing offices in the United Kingdom, France, and Benelux. The Italian country office may be closed at a later date, also the Israel and Peruvian country offices will be closed. Country Directors will be maintained in 10 country or area offices in place of 16 formerly maintained and all will be under direct supervision of the new Washington office.							and poultry promotion in Japan. Savings in FY 66 will be used to expand feed grains promotion in Europe, Japan, and South America.

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AGENCY: Foreign Agricultural Service

PAGE 5 (FAS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
6. <u>Staff Reduction:</u> By a reassignment of country responsibilities, it was possible to accomplish the work of the Program Development Division with one less Program Coordinator and one less secretary than the staffing pattern has provided for several years.	1.0	2.0	9,585	19,170		X	D - Savings will be used to obtain tapes of statistical data to carry out GATT negotiations.
7. <u>Language Courses at Lower Cost:</u> FAS Early Morning Foreign Language courses were devised to fill an Agency need. It became evident that more employees could be trained at lesser cost, greater control could be maintained over the employees' achievement, and considerable man hours could be saved for productive work on the job without sacrificing quality of training. The	0.3	0.2	5,335	5,288		X	B - Savings will be used to hold additional language classes.

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Foreign Agricultural Service

PAGE 6 (FAS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
final test of the validity of this project was the testing of these employees at the Foreign Service Institute under the same conditions that FSI tests their students. The results were equivalent to the test results of those FAS employees who have attended FSI Early Morning Classes.							
8. <u>Use of Excess Property:</u> By using excess property, substantial savings in property acquisition costs have been and will be realized.	- -	- -	3,000	4,000		X	N.A. - Cost Increase Avoided.
9. <u>Use of Self-Mailer Techniques:</u> The use of this technique has been extended wherever possible in FAS.	- -	- -	2,460	4,920		X	D - Savings will be used to obtain tapes of statistical data to carry out GATT negotiations.

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Foreign Agricultural Service

PAGE 7 (FAS)

QUARTER:

/ / 1st / X / 2nd / / 3rd / / 4th

Actions Taken During Quarter	<u>Anticipated Savings</u>				<u>Nature of Savings</u>		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recur- ring	
	FY 65	FY 66	FY 65	FY 66			
10. <u>Revision of Dairy Products Payment-in-Kind Program:</u> The program was revised to include a provision for liquidated damages for delay or failure to export. Such provision was not included in previous programs. This led to considerable correspondence and high level decisions in regard to extensions or waivers of export requirements.	0.1	0.1	1,000	1,000		X	B - Savings used to increase output in same area.
11. <u>Study of "Call Director" Telephone Installations:</u> FAS is studying the necessity and economy of call director telephones to determine if they can be replaced with conventional hand key sets.	- -	- -	430	1,725		X	D - Savings will be used to obtain tapes of statistical data to carry out GATT negotiations.
Totals	1.4	2.3	5,897,411 2/	1,463,603			

2/ In addition, previously unreported savings of \$4,700,000 occurred in FY 1964.
(See footnote 1/)

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 1 (FS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Cooperative Range Improvement Construction and Maintenance:</u> Through cooperative agreement between the Forest Service and grazing permittees, construction and maintenance of range improvements is being accomplished with permittee contributions of time, labor, equipment, materials, and lands.	18.0	20.0	153,000	163,000		X	N. A. - Cost Increase Avoided
2. <u>Improved Range Revegetation Methods:</u> Contracting is now used in lieu of force account project work to apply	11.5	11.5	96,000	96,000		X	B - Savings used to treat additional acreage.

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

PAGE 2 (FS)

1st X 2nd 3rd 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
herbicides to control undesirable vegetation in range revegetation projects. Former control methods included ground application by force account crews. New methods include fixed wing and helicopter spray applications using new spray formulations.							
3. <u>Helicopter Contract Improvement:</u>	- -	- -	88,000 <u>1/</u>	- -		X	N. A. - Cost Increase Avoided
Region One of the Forest Service has coordinated its contractual requirements for helicopter service used in resource program work. Coordinating numerous individual contracts, establishing a guarantee	<u>1/</u>	In addition, previously unreported savings of \$90,000 occurred in FY 1964.					

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 3 (FS)

QUARTER:

 1st X 2nd 3rd 4th

[illegible]

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service PAGE 4 (FS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
is resulting from the use of diesel oil as the chemical carrier of ethylene dibromide (EDB) in lieu of a water base. These are projects which involve the treatment of lodgepole pine trees infested with Mountain Pine Beetles. Cost reduction is due primarily to a reduction in lethal dosage required in the diesel oil carrier.							
6. <u>Refined Timber Inventory Requirements:</u> Five working circles on the Tierra Amarilla Division of the Carson National Forest were combined into one working circle. Because of this consolidation it was possible	6.4	- -	50,200	- -		X (at 10 year intervals)	B - Funds saved used to accomplish other needed inventory work.



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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 5 (FS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
to eliminate 478 permanent inventory plots with estimated savings of 6.4 man years and \$50,200.							
7. <u>Improvements in Range Fence Design and Construction Methods:</u>	4.3	5.0	35,500	42,200		X	B - Savings used to construct additional miles of fence.
Changes in range fence design specifications will reduce the amount of construction materials per mile of fence. This is a recognition of trends in post spacing, patented stays, and fence design. Former hand construction methods, costing from \$1000 to \$1350 per mile, will be accomplished by fence building machines at a cost reduction of about 25%. Contracting of large fence projects also shows similar improvement.							

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REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 6 (FS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
8. <u>Weight Scaling In Lieu of Volume Scaling:</u> Weight scaling is now being used on two National Forests in Region One. The new system holds promise for significantly increasing efficiency and reducing manpower requirements.			31,200	31,200		X	B - Savings applied to other priority timber management work.
9. <u>Improved Tree Planting Equipment:</u> Development of a vertical lift floating hitch for tree planters and trenchers has lowered equipment repair costs and increased production time and efficiency. The former equipment design was unstable on steep slopes and contributed to excessive equipment breakdown on rough terrain.	- -	- -	23,700	23,700		X	B - Savings used to plant additional acres.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 7 (FS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
10. <u>Forms Management:</u> In-Service forms were consolidated, eliminated, and improved.	- -	- -	21,500	3,500	X		B - Savings produced better utilization of administrative and program management time and improved service.
11. <u>Better Contracting Procedures for Recreation Improvement Construction:</u> The cost reduction is a result of larger contract offering and better timing in advertising to obtain lower bid prices.	- -	- -	16,200	10,900		X	B - Savings used to finance additional needed improvements.
12. <u>Improved Range Reseeding Methods:</u> Contracting in lieu of force account seed-bed preparation and drilling operations in	2.5	2.8	12,500	14,000		X	B - Savings used to finance treatment of additional acreage.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service PAGE 8 (FS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
<p>revegetation of forest rangelands has lowered per acre costs \$3 to \$5.</p> <p>13. <u>Pre-packed Fire Fighter Lunches:</u></p> <p>Region One has adopted a new pre-packed double lunch for fire fighters. There is a cost savings in the lunches, plus added savings in purchasing, packing, and utilization. The lunches are prepared in the winter at the Spokane warehouse and are stored in the Aerial Fire Depot for immediate use. Pre-packed lunches save time in the transportation of fire crews and are more appetizing than the old sack lunch.</p>	- -	- -	11,200	7,500		X	A - Saving serves to reduce Forest Fire Fighting appropriation.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 9 (FS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
14. <u>Assignment of Soil Scientists to Field Headquarters:</u> Soil Scientists working on soil surveys were reassigned to field stations on National Forests to improve operating efficiency.	- -	- -	4,800	4,800		X	B - Efficiency was increased and more on-the-ground accomplishment resulted.
15. <u>Reorganization of Recreation Area Planning:</u> Region 5 proposes to reassign all recreation area planning to landscape architects after July 1, 1965. This represents a savings that will be diverted to other priority recreation development work by 14 area planners.	- -	- -	- -	24,000		X	B - Savings will be directed to other recreation development work.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 10 (FS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
16. <u>Cooperative Examination Procedure for Land Exchange:</u>	- -	- -	- -	15,000		X	B - Savings will be used to accomplish other units of similar work.
Region One will conduct the land examination phase of exchange cases cooperatively with the proponent resulting in early on-the-ground agreement between the two parties. Under the present system, both parties conduct separate examinations, and bear the full cost of the examination job. The proposal will cut expenses in half and will, in addition, eliminate many months of negotiation to reconcile base values.							
17. <u>Improved Planting Techniques:</u>	- -	- -	3/	- -		X	B - Savings used to finance reforestation of additional areas.
Through special study and effort reforestation costs on a particularly difficult	3/	Savings of \$75,000 occurred in FY 1964, not previously reported.					

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 11 (FS)

QUARTER:

 / 1st / X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
National Forest in the Southwest have been significantly reduced. The management improvement is due largely to the application and development of successful planting technique, adaptation of planting equipment and the favorable timing of planting projects.							
18. <u>Development of Procurement Specifications for Motor Vehicles:</u>	- -	- -	<u>4</u> /	- -	X		N. A. - Cost Increase Avoided
The development of economical and effective service specifications for motor vehicle procurement reduced costs and contributed significantly to the accomplishment of Forest Service work programs. The changes	<u>4</u> /	Savings of \$60,000 occurred in FY 1964 - not reported previously.					

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Forest Service

PAGE 12 (FS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
incorporated in Federal procurement specifications as a result of this effort will be available to other agencies and may result in additional cost reductions.							
Totals	51.3	49.3	705,800	577,500			
			5/				
			5/ In addition, previously unreported savings of \$225,000 occurred in FY 1964 (Total of footnotes 1/, 3/, and 4/.)				

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Information PAGE 1 (Inf.)
 (Department-wide Project)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
<u>Publications Control Program:</u> (See attached summary)	--	--	56,522 <u>1/</u>	--		x	Savings will be spread Department-wide - all possible uses of savings probably apply.
Totals	--	--	56,522	--			

1/ Amount shown represents savings in addition to the \$30,800 reported for July - August, 1964.

1/ Amount shown represents savings in addition to the \$30,800 reported for July - August, 1964.

PUBLICATIONS CONTROL PROGRAM

Accomplishments and Estimated Savings
September 1 - December 31, 1964

(Savings of the estimated amounts indicated were made principally by shortening publications, by eliminating publications from original issuance or reprinting, by eliminating, or reducing the number of, illustrations and charts, by reducing the number of copies ordered. Other practices followed in achieving these savings included reducing the number of tables, reducing the number of issues, etc.)

Agricultural Marketing Service

Market Your Fresh Apples, MB-35

\$ 3,983.00

Plentiful Foods Monthly and Special Lists

Checklist of Reports Issued by AMS (Monthly)

MP 959 A Consumer's Guide to USDA Services

Agricultural Research Service

H&G--Iron Deficiency in Plants

\$ 9,555.00

PRR--Safflower Culture in Western Nebraska

FB--Controlling Diseases of Raspberries and Blackberries

FB 1443--Dairy Cattle Breeds (Revised)

CRR--Research in Plant Transpiration: 1962

H&G--Vegetables in Family Meals: A Guide for Consumers

FB--Plumbing for the Home and Farmstead

H&G 71--Growing Azaleas and Rhododendrons (Revised)

MRR--Interrelationships Among Five Cotton Quality Factors, etc.

AH--Peach Production East of the Rocky Mountains

CRR--Effects of Alfalfa, Crop Sequence, etc.

AH--Predicting Rainfall-Erosion Losses from Cropland, etc.

TB--Effect of Temperature and Humidity...on Mexican Fruit Fly, etc.

MRR--Reducing Costs of Packing Mature-Green Tomatoes at Florida
Shipping Points

FB--Controlling Dodder on Alfalfa

AH--Rice in the United States: Varieties and Production

MP 959 A Consumer's Guide to USDA Services

Economic Research Service

\$ 5,966.50

Linear Programming - A Guide to USDA, LP/90

Consumer Purchases of Citrus and Other Juices

Outlook & Situation Reports

Agricultural Economics Research

Handbook of Agricultural Charts

Poverty in Rural Areas, AER No. 63

World Food Budget

Foreign Gold and Exchange Reserves

Farmer Cooperative Service

\$ 2,300.00

Pacific Coast Member Relations Conference,
1963 Proceedings

Eastern Member Relations Conference,
1963 Proceedings

Looseleaf Tobacco Cooperative Auctions in the
U. S. (Service Report No. 69)

Marketing Virginia White Potatoes

Analysis of Operations - Cooperative Creamery Association

Federal Extension Service

\$ 920.00

Educating the Adult Educator

Foreign Agricultural Service

\$ 1,710.00

FAS-M-162 - "Prospects for the Cotton Textile
Industry and Cotton Consumption in the EEC"

Moving Agricultural Abundance into Consumption",
annual chartbook of General Sales Manager
Circulars

Forest Service

\$ 3,473.75

American Woods series, 23 different titles

"Youngster message" on employee suggestions

Christmas Trees--The Tradition and the Trade

Organizational study: Delegation of Authority

Organization and Management in the Forest Service (1962)

<u>International Agricultural Development Service</u>	\$ 142.00
Annual Summary of FOREIGN AGRICULTURAL TRAINING as of June 30, 1964	

<u>Rural Electrification Administration</u>	\$11,365.00
Administrator's regional speech to NRECA	

Rural Lines

<u>Soil Conservation Service</u>	\$ 1,666.67
Youth Can Help Conserve Soil and Water	

<u>Agricultural Stabilization and Conservation Service</u>	\$14,500.00
State and county newsletters, program information, explanations, and reports.	

<u>Office of Personnel</u>	\$ 450.00
Statistical Summary of Employment - USDA	

Safety Signals

LMNOP (Latest Management Notes on Personnel)

<u>Statistical Reporting Service</u>	\$ 490.00
Planting and Harvesting Periods - Field Crops	

Peanuts-Acreage, Yield, Production and Stocks

Shipments of Stocker and Feeder Cattle and Sheep
(Dec. monthly & Annual)

Grand Total

\$56,521.92

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Management Services

PAGE 1 (OMS)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Application of Port-A-Punch Cards to Work Measurement:</u> Each OMS employee prepares daily a "Port-A-Punch" card reflecting the time spent on OMS activities. The cards are then summarized, by ADP equipment in the Washington Data Processing Center, and reports produced, including volume data, for management analysis relative to the OMS work measurement system. Savings have resulted through increased speed and efficiency as compared to the former manually operated data gathering and reporting system.	0.5	1.0	2979	6566		x	C - Savings will be used to handle the OMS workload more efficiently.
2. <u>Combination of Training Forms:</u> In compliance with Department Regulations, OMS was required to prepare and process for agencies serviced by OMS three separate Department forms for	0.4	0.4	2262	2262		x	B - Savings will be applied to the reduction of backlogs.

(See Page 2)

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Management Services (cont.) PAGE 2 (OMS)

QUARTER:

 / 1st / x / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
"outservice training" namely Form AD-281 - "Request for Outservice Training", Form AD-295 "Record of Formalized Training", and a Form OMS-821, "Agreement to Remain in Service". This project concerned itself with the consolidation of these forms into one "anap out" assembly.							
Totals	0.9	1.4	5241	8828			

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: National Agricultural Library PAGE 1 (NAL)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Use of Automation to Store and Retrieve Published Information:</u>	- -	- -	3,318	12,418		X	B - Savings used to increase number of items indexed.
a. Author Index mechanization: Computer production became operational in August 1964 for the Bibliography of Agriculture.							
b. Subject and organizational index systems requirements are now being determined.							
c. Thesaurus: Scope of this project has been expanded to take formal cognizance of national agricultural-biological network needs.							
2. <u>Establishment of a Domestic Publications Exchange Program:</u>	- -	- -	1,800	2,000		X	B - Savings will be used to acquire other publications available only by purchase.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: National Agricultural Library PAGE 2 (NAL)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
U.S. commercially published agricultural periodicals are acquired without cost in exchange for indexing them in the Bibliography of Agriculture.							
3. <u>Revision of Procedures:</u> Action simplifies the preparation of Purchase Order Form AD 38, receipt of publications forms from the field, and method of payment of vouchers by eliminating two duplicating operations in typing and checking purchase orders, using code symbols in lieu of full mailing addresses, removing need to match receipt of publication forms with purchase orders and invoices, and paying invoices in advance on subscription basis.	0.1	0.1	752	752		x	B - Savings will be applied to increased services.
Totals	0.1	0.1	5,870	15,170			

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Plant and Operations

PAGE 1 (OP&O)

(Department-wide Projects)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
<u>Servicing of Office Machines:</u> Studies were completed to determine comparative costs for servicing of office machines under Federal Supply Schedule contracts vs. service on a per-call basis. These studies show that discontinuance of use of service contracts and having all work, excluding ADP equipment, done on a per-call basis would result in savings. A directive, dated December 22, 1964, requires that all outstanding purchase orders issued under service contracts be cancelled no later than March 31, 1965, and that future service be obtained on a per-call basis.	-	-	50,000	250,000		X	Savings will be spread Department-wide - all possible uses of savings probably apply.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Plant and Operations

PAGE 2 (OP&O)

(Department-wide Projects)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
<p>UPDATING OF PREVIOUSLY REPORTED ITEM:</p> <p><u>Department-wide Reports Management Program:</u></p> <p>PHASE 1. Publication of regulations establishing objectives, responsibilities and procedures.</p> <p>PHASE 2. Publication of handbook for agency guidance in establishing and operating program.</p>	-	-	226,522 1/	368,806		X	Savings will be spread Department-wide - all possible uses of savings probably apply.

1/ Amount shown represents savings in addition to \$142,284 previously reported for fiscal year 1965.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Plant and Operations

PAGE 3 (OP&O)

(Department-wide Projects)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
<p><u>PHASE 3.</u> Department-wide review of all reports prepared in Department to develop information on:</p> <p>(Completed this quarter)</p> <p>a. Total number of reports prepared.</p> <p>b. Estimated individual and total annual cost of preparing reports.</p> <p>c. Identification of reports that can be improved or eliminated.</p> <p>d. Estimate of the value of improvements and eliminations.</p>							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Office of Plant and Operations
(Department-wide Projects)

PAGE 4 (OP&O)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
PHASE 4. Preparation of USDA (In process) Reports Inventory. This will be a complete listing of all reports required or controlled by Staff Offices and external agencies.							
TOTALS	-	-	276,522	618,806			

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Rural Electrification Administration

PAGE 1 (REA)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Improved Procedures and Reduction in Staff - Electric Operations and Loans Activities:</u> Improvements have been made in procedures and the use of more selective assignments in electric loans and operations work with the result that it was possible to avoid filling three GS-12 Loans and Operations Specialist positions in the electric area offices which became vacant during this period. These positions have been cancelled and will not be filled.	1.5	3.0	17,500	35,000		X	D - Diverted to developmental and standardization work in the telephone program
2. <u>Reduction in the Telephone Engineering Staff and Administrative Costs:</u>	0.8	1.3	15,950	25,000		X	D - Same as # 1

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Rural Electrification Administration PAGE 2 (REA)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
The realignment of assignments in the Telephone Standards Division made it possible to avoid refilling two positions when they became vacant. The positions are a GS-13 outside plant engineer and a GS-15 part time consultant.							
3. <u>Improved Utilization of Management Analysts and Reduction in Personnel and Costs:</u>							
Two GS-12 Management Analysts in the Management Analysis Branch, Program Services Division were replaced, on their retirement, with one GS-11 Analyst.							
	0.5	1.0	9,800	19,500		X	D - Same as # 1.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Rural Electrification Administration PAGE 3 (REA)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
More selective assignments and better use of other REA personnel for this work has permitted this saving to be made.							
4. <u>Reduction in Field Engineering Staff - North Central Telephone Area:</u>	0.5	1.0	7,175	14,250		X	D - Same as # 1.
On resignation of a GS-11, Field Engineering Technician in the North Central Area, Telephone, action was taken to avoid filling the vacancy and abolish the position. More selective assignments are being made and work transferred to other area personnel following this reduction.							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Rural Electrification Administration

PAGE 4 (REA)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
5. <u>Reduction in Power Requirement Branch Staff:</u> A revised procedure for power requirement studies for power-type REA borrowers reduced the Workload in the Power Requirement Branch to the extent it was possible to avoid refilling a GS-11 position which became vacant during this period.	0.8	1.0	7,000	9,300		X	D - Same as # 1.
6. <u>Improved Insurance Procedures and Reduction in Insurance:</u> As the result of improved procedures and greater use of automatic data processing equipment in REA activities	0.7	2.0	4,850	14,700		X	D - Same as # 1.

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-54

AGENCY: Rural Electrification Administration

PAGE 5 (REA)

QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
relating to borrower compliance with insurance requirements, reductions in the REA insurance staff continue to be made. During the current period a filled GS-7 position was eliminated.							
UPDATING OF PREVIOUSLY REPORTED ITEMS:							
<u>Combining Duties of Telephone Loan Appraisers and Operations Analysts and Reduction in Personnel:</u>	0.9	-	10,700	2,700		X	D - Same as # 1.
This is a supplemental report on additional savings realized from combining into one series of positions the duties of							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Rural Electrification Administration PAGE 6 (REA)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
"Loan Appraisers" and "Operations Analysts" in the telephone area offices and of other efforts to improve the use of this manpower.							
TOTALS	5.7	9.3	72,975	120,450			

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Soil Conservation Service

PAGE 1 (SCS)

QUARTER:

 / 1st X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>New Hydrologic Data and Techniques.</u> The Soil Conservation Service through the cooperation of other Federal agencies and using computers has developed compilations of data such as the "Rainfall Frequency Atlas of the United States" which shows rainfall for duration from thirty minutes to twenty-four hours and return periods from one to one hundred years. This resulted in the release of four new U.S. Weather Bureau Publications. The SCS Central Technical Unit is making analyses on streamflow data	- -	- -	158,727	158,727		X	N. A. - Cost Increase Avoided

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Soil Conservation Service

PAGE 2 (SCS)

QUARTER:

 1st X 2nd 3rd 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
for areas less than 1000 square miles related to the maximum 1, 3, 7, 15, 30, 60, 90, 120, 183, and 274-day flows to their probable percent chance of occurrence. The primary purpose of the analyses is to determine the detention storage and principal spillway capacity required to handle floods of a selected frequency without using the emergency spillway.							
The project enables the Service to get more work for the same dollars and same numbers of personnel and avoids the additional cost for more personnel. It provides field engineers with additional data and computer programs for routine and							

U. S. DEPARTMENT OF AGRICULTURE

REPORT ON COST-SAVING ACTIONS UNDER BUREAU OF THE BUDGET CIRCULAR NO. A-64

AGENCY: Soil Conservation Service

PAGE 3 (SCS)

QUARTER:

 / 1st / X / 2nd / 3rd / 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One-time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
tedious computations resulting in the development of more economical structural designs.							
2. <u>Changes in the Span of Control of Area Conservationists:</u>	- -	- -	101,973	- -	X		D - Savings diverted to finance increased operating expenses and increased services to landowners and operators.
Increasing the span of control of the Area Conservationists through management improvements, more careful selection of area conservationists, and improved supervision from the State Offices has enabled the Service to increase the number of work units supervised by an Area office and to eliminate Area offices.							

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QUARTER:

☐ 1st ☒ 2nd ☐ 3rd ☐ 4th

Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
3. <u>Engineer Training for Non-professional Engineering and Soil Conservation Aids and Technicians:</u> The Soil Conservation Service conducts a correspondence course in "engineering" designed for non-professional employees (engineering and soil conservation aids and/or technicians.) This course has been highly successful and the response from the field employees has been very gratifying. It is a very intensive course designed to increase the skills of the students in the various facets of the engineering activities of the Service.	- -	- -	29,102 (First half of FY 1965 only)	- -		X	N. A. - Cost Increase Avoided.

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Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
4. <u>Productivity Increase:</u> Through various improved management efforts including (1) more efficient organization of work in work units, (2) more accurate recording of time and progress with less time, (3) improved reviews of work unit activities by developing and watching key indicators, and (4) the utilization of a "Guide to the Management of Productivity" which has been put into use by State Offices, areas, and work units throughout the Service. Note: These figures have to be reported on a fiscal year basis and consequently there is a lag in this summary and reporting which	- -	- -	<u>1</u> /	- -		X	B - Savings enable SCS to work with more landowners and operators without an increase in staff or substantial increase in fiscal expenditure.
			<u>1</u> /				

Previously unreported savings of \$8,691,748 occurred in FY 1964.

1/ Previously unreported savings of \$8,691,748 occurred in FY 1964.

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Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One-time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
does not coincide with the A-64 reporting system.							
UPDATING OF PREVIOUSLY REPORTED ITEMS:							
1. <u>Improvement in SCS Training Program:</u>	- -	- -	<u>2/</u>	85,391		X	D - Funds saved used to staff work units which were short of personnel.
In order to improve overall Service training plan for new professional and sub-professional employees through acceleration of the training they were getting, SCS made a study of the training centers, course material, and duration. It was decided as a result of the study that the material could be revised and the course reduced to			<u>2/</u>	Savings of \$85,391 previously reported for FY 1965.			

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Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recur-ring	
	FY 65	FY 66	FY 65	FY 66			
two weeks and one of the training centers could be eliminated. The Coshocton Training Center was moved to the campus of Michigan State University which improved its utility and value to the area served as well as upgrading the facilities for the trainees. The Training Centers at Stephenville, Texas, and Ft. Robinson, Nebraska, were closed and a new center was established on the campus of the University of Nebraska.							
Totals	- -	- -	289,802 3/	244,118			
3/ In addition, previously unreported savings totalling \$8, 691,748							

3/ In addition, previously unreported savings totalling \$8, 691,748 occurred in FY 1964 (Footnote 1/ item)

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Actions Taken During Quarter	Anticipated Savings				Nature of Savings		Proposed Use of Dollar Savings
	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
1. <u>Use of Envelope Inserting Equipment in Field Offices:</u> Action has been initiated to install inserting or stuffing equipment in 12 SRS field offices. Some 8 million envelopes are estimated to be stuffed in these offices.	7.0	7.0	38,020	38,020		X	N. A. - Cost Increase Avoided.
2. <u>Use of Surplus versus New EAM Equipment and Supplies in Field Offices:</u> Control panels, wires, panel cabinets, card cabinets, sorting racks, card trucks, and similar equipment for EAM installations in field offices were acquired from Department and GSA surplus in lieu of buying new equipment.		-	25,000	-		X	N. A. - Cost Increase Avoided.

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	man-years		dollars		One time	Recurring	
	FY 65	FY 66	FY 65	FY 66			
3. <u>Reduction in Rentals for EAM Equipment:</u> Through continuing efforts to improve its data processing procedures and programs, the Washington Data Processing Center reduced its need for an IBM statistical machine with associated typewriter so that rental could be terminated.	-	-	5,103	6,804		X	D - Savings are passed on to "customer" agencies.
4. <u>Use of Mathatron Electronic Calculator:</u> The Mathatron electronic calculator has a small built-in magnetic memory to perform certain types of statistical calculations at speeds several	1.0	1.0	4,235	4,235		X	N. A. - Cost Increase Avoided.



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	FY 65	FY 66	FY 65	FY 66			
times faster than electric gear-type calculators. It may be programmed to perform a series of steps in a calculation without operator intervention.							
5. <u>Programmed Instruction Self-Study Courses in Data Processing for Field Offices:</u>	-	-	4,000	-	X		N. A. - Cost Increase Avoided.
With EAM equipment being installed in 10 SRS field offices, it is necessary that employees be trained in EAM and ADP methods and equipment. Twenty employees were enrolled in programmed instruction self-study courses for necessary training. Saving resulted from avoidance of travel and per diem costs for residence study.							

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	FY 65	FY 66	FY 65	FY 66			
6. <u>Reorganization of Publication Files - Crop Reporting Board:</u> By reorganization of files of publications in Crop Reporting Board, it was possible to eliminate one GS-2 clerk position by spreading the work among other clerks. Incumbent was reassigned to fill a vacancy in another Section.	.75	1.0	3,560	4,320		X	E - Savings will be used to offset added personnel costs.
7. <u>Improvement in Crop and Livestock Estimating Including Use of ADP:</u> The 1964 December Enumerative Survey was operational in 35 States and on a pilot basis in 13 States with 14,035 tracts covered. Improvements in procedures and questionnaire form design	9.5	-	2,800	-	X		N. A. -- Cost Increase Avoided.

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	FY 65	FY 66	FY 65	FY 66			
eliminated the field office work of transcribing data from questionnaires onto listing sheets from which key punching is done. Now key punching can be done directly from the questionnaire forms.							
TOTALS	9.25	9.0	82,718	53,379			

